

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

15 July 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-072

*****TEMPORARY PROMOTION*****

POSITION: Training Technician (D2125000) (GS-1702-11) EXCEPTED POSITION

LOCATION: 101st Force Support Squadron, Bangor, Maine

SALARY RANGE: \$57,408 to \$74,628 per annum

CLOSING DATE: 31 July 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite MeANG Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEANG Enlisted personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Skill in developing, administering and evaluating education/training programs.
2. Ability to secure facilities and coordinate training.
3. Ability to gather data and compile plans and reports.
4. Knowledge of test control procedures.

COMPATIBILITY CRITERIA: 3S2XX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3S2XX

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of the position. **Applicants must provide a transcript to receive credit.**

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the "TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR HUMAN RESOURCES OFFICER:

CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located at an Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron (FSS), Force Development Office. The primary purpose of this position is to serve as the Force Development Manager and office of primary responsibility (OPR) for unit training programs managed in support of the Wing and its geographically separated units (GSUs). The office provides technical guidance and assistance to commanders, managers, and supervisors at all levels regarding education and training programs in support of federal, state and local missions, ensuring programs are in place to manage upgrade, qualification, in-garrison, expeditionary training and other military training functions as well as to administer post high school technical education and college programs.

b. DUTIES AND RESPONSIBILITIES:

(1) Program Management: Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Ensures Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTM)s are qualified in, and knowledgeable of their responsibilities. Incumbent supports unit-training programs contributing to mission capability, and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages programs involving on-the-job training (OJT), formal school training, Air Force Institute Advanced Distributed Learning (AFIADL) training, Professional Military Education (PME), and ancillary training. Job categories and areas for which training is administered involve a wide variety of technical, professional, clerical and wage occupations representative of a complex military organization. Plans, compiles and forecasts requirements for formal school training for out years based on retirements and other attrition projections, conversion of weapons systems, etc. Monitors and reviews all applications for training to ensure proper documentation and justification are provided, and applicants meet prerequisites. Determines training priorities and requirements in accordance with Air Force and NGB directives. Develops statistical trend analysis on the status of training for the organizations serviced. Provides information to commanders and coordinate actions. Manage all officer and enlisted classification actions. Reviews the initial classification for newly accessed personnel.

(2) Advisory Services: Provides Education and Training advisory services to commanders and staff on all education and training programs. Advises commanders, unit personnel, and training activities on ways to improve their OJT program. Recommends cost-effective processes to meet specialty qualifications, skill level upgrade requirements, and PME applications. Explains goals and objectives; provide instructional methods, and determines training requirements. Analyzes training data for trends, advises the installation commander, and coordinates corrective action.

(3) Program Analysis, Monitoring, and Reporting: Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Trains unit training managers (UTMs) and additional duty training managers (ADTM)s to familiarize them with concepts, scope, objectives, and procedures pertinent to OJT, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Reviews personnel records and reports to determine training status of assigned personnel. Ensures personnel are entered into the appropriate training status, and adequate training materials such as career development courses, are ordered. Reviews training progress of individual personnel, and initiate appropriate corrective action for substandard performance. Reviews and coordinates all unit training waivers, Career Development Course (CDC) reactivation/reenrollment requests, and policies for adherence to applicable regulations. Maintains liaison between the FSS and serviced units on all OJT matters. Reviews and validates requests for retraining. Advises commanders and supervisors on matters pertaining to the Air Force Institute Advanced Distributed Learning/Career Development Course (AFIADL/CDC). Manages the CDC/PME testing programs. Coordinates with commanders, unit training managers, and supervisors on the progress of trainees. Evaluates the administration, operation, and effectiveness of unit training programs and prepare written reports. Serves as the office of primary responsibility for implementing and managing OJT policy and procedures. Instructs the Air Force Training Course and trains personnel to teach the course. Compiles and prepares statistical data to include the Status of Training (SOT) Report for the Wing commander. Develops visual aids, brief and provide to appropriate officials. Conducts quarterly base OJT meetings. Provides agenda and forwards meeting minutes to the MAJCOM in accordance with applicable directive. Provides training to UTMs and additional duty training managers during each meeting.

(4) Classification: Confers with management and other key operating personnel to discuss training needs, problems and goals. Establishes training objectives through analysis of training reports, unit input, course feedback, and USAF, ANG, and gaining command directives. Manages personnel Air Force Specialty Code (AFSC) classification and oversees the utilization of assigned personnel. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC.

(5) Staff Assistance: Inspects activities pertaining to Base Education and Training for compliance with policies and instructions on a periodic basis. Reviews programs to evaluate adherence to management procedures. Discusses findings and initiates action to correct deficiencies and maintain follow-up to ensure corrective action is taken. Resolve technical problems. Conducts staff visits and trains personnel within the unit for all education and training programs for which they are responsible. Conducts periodic briefings to staff agencies, commanders, and administrative personnel to promote a full understanding of all aspects of the education and training function. Reviews and coordinates base and unit level training publications, supplements, and operating instructions, making recommendations to the OPR, and coordinating with the appropriate MAJCOM training manager. Submits a written report

for formal SAV on findings and recommendations to the unit commander and group commander. Receives and evaluates UTM SAV Report. Analyzes report for trends and provides written recommendation to UTM and commander.

(6) Data Management: Manages data in computer based systems. OPR and trainer for UTMs on the use of Training Business Area (TBA) and Air Force Training Record (AFTR), Military Personnel Data System (MILPDS) and Advance Distributed Learning System (ADLS).

(7) Distant Learning Management: Serves as the Distance Learning (DL) Office point of contact. Processes, manages, and controls Air Education & Training Command (AETC) Type 6 technical training requirements locally. Administers controlled examinations. Manages training resources for distance learning courses. Oversees classroom scheduling, base access for civilians, troubleshoots video broadcasts, advertises broadcasts, and customer relations for outside agencies utilizing distance learning.

(8) Data Review and Analysis: Ensures accuracy of MILPDS data and performs functional review of data reliability. Processes upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Retrieves data from various information sources for use in answering questions, responding to correspondence, or preparing reports or briefings. Inputs and updates all mandatory CDC/AFIADL data. Reviews and determines accuracy of reports, which pertain to unit OJT effectiveness. Conducts a final review of all training requests forwarded to higher headquarters.

(9) Administrative Activities: Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards AFIADL/CDC test materials, and prepares reports, correspondence, requisitions and forms. Drafts and publishes standard operating procedures (SOPs) and local training directives. Ensures special orders are published for approved school applications and non-prior service personnel on initial active duty tour. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974.

(10) Test Control Officer: Serve as Test Control Officer (TCO) for CDC testing. Safeguards AFIADL/CDC test material. Appoints test proctor and provides training to all assigned test proctors. Maintains electronic exam program (E-Exam). Installs and maintains E-Exam program. Downloads and installs new and revised tests quarterly via Air Force Institute Advanced Distributed Learning (AFIADL) web site.

(11) Ancillary Training: Serves as the Ancillary Training Program (ATP) OPR. Advises unit commanders and Ancillary Training Program (ATP) OPRs in their development of ATP subjects and lesson plans. Assists in determining ancillary training priorities and requirements in accordance with USAF, ANG, and MAJCOM directives. Assists OPRs in reviewing unit ATP programs and make recommendations for changes or

improvements. Generates reports (completions/non-completions) via the Advanced Distributed Learning Systems (ADLS) web site.

(12) Continuing Education: Prepares Memorandums of Understanding (MOU) between the unit/base and educational institution(s), including colleges and universities, providing classes or associated services on base or at geographically separated units (GSUs). Meets with other educational service representatives, i.e. college and university representatives, and attend professional development workshops.

(13) Education Services: Plans and directs activities in accomplishment of education services programs including Distance Learning, Defense Activity for Non Traditional Education Support (DANTES), Community College of the Air Force (CCAF), Air Force Automated Education Management System (AFAEMS), Tuition Assistance and other base education programs. Acts as Test Control Officer for on-base DANTES. Organizes education programs to achieve education goals and mission requirements. Implements higher headquarters and MAJCOM education policies and objectives.

(14) Survey Program: Serves as the base-level OPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Coordinates responses to training feedback and external training evaluations. Develops methods to track surveys, distribute surveys to appropriate UTMs and return surveys to OPR. Distributes AETC Form 156, Student Report Card to appropriate UTM.

(15) Personnel Management: Performs personnel supervisory/management responsibilities. Plans and schedules work to be accomplished within the training and education function. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures work assigned by the supervisor is accomplished in a timely and effective manner, and that work complies with established work methods. Accomplishes appraisal for assigned personnel, and recommend the filling of vacant positions. Participates in employment interviews and recommends the selection of new employees.

(16) Resource Management: Monitors and oversees the School Resource Report (SRR) program, which forecasts Military Personnel (MilPers), and Operation and Maintenance (O&M) resource requirements for formal schools. Ensures all resource management deadlines are met in accordance with applicable regulations and guidance.

(17) Student Flight Program: Maintains Student Flight Data including accountability for all Non Prior Service (NPS)/Prior Service (PS) personnel. Tracks status of school dates. Provide data to NGB when requested. Processes AF Form 2096 once training is complete, remove member from student flight, and upgrade them.